

**King, Valerie A.**

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**From:** King, Valerie A.  
**Sent:** Tuesday, August 14, 2001 9:46 AM  
**To:** To, Debra  
**Subject:** FW: Understanding Smoking and Health Review - Richmond Projects

Dear Debra,

I thought I recalled Raymond mentioning that he would be in the HK office at various points. If that is correct, would you mind asking him to respond through you regarding his availability for the meeting below? If I were not afraid that the dates would be quickly booked for other things, I would wait to speak with him upon his return from Germany.

Any assistance you can provide would be most appreciated. I hope all is well with you.

Kind regards,  
Valerie

-----Original Message-----

**From:** King, Valerie A.  
**Sent:** Monday, August 13, 2001 2:38 PM  
**To:** Kinser, Robin D.; McKinney, Willie J; Podraza, Ken F.; Lau, Raymond W.; Himikel, Daniel J.; Gullotta, Frank P.; Davies, Bruce D.; Koller, Debbie  
**Subject:** Understanding Smoking and Health Review - Richmond Projects

Hi all:

I am trying to schedule the Understanding Smoking and Health project review. Since the projects in this part of the plan are so numerous, I am breaking the review up over several half-days. We will cover all of the Richmond S&H projects together in one half-day.

To that end, please advise me of your availability on the following dates:

-September 26  
-September 27

The review of the Richmond projects will require about 4 hours (app. 15 minutes per project). We should start at 8:00 am Richmond time and wrap-up around noon.

Please let me know your availability by next Tuesday (**August 21**).

Thanks,  
Valerie